UNITED
NATIONS

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Secretariat

ST/IC/1995/15
30 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR ACCOUNTING CLERKS

1. A competitive examination for the recruitment of accounting clerks will be held on 31 May 1995 in New York. The purpose of this examination is to establish a roster from which present and future vacancies for accounting clerks at United Nations Headquarters in New York will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur.

2. The examination is open to staff members of the United Nations who meet the eligibility requirements. Staff members from the United Nations Children's Fund (UNICEF) and the United Nations Development Programme (UNDP) may take this examination as UNICEF or UNDP internal candidates following UNICEF or UNDP internal procedures. Once they have passed this examination, UNICEF or UNDP candidates may also be considered as external candidates for recruitment by the United Nations if they apply for an accounting clerk position at the United Nations. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered outside candidates for the purpose of this examination. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have at least two courses and two years of experience in the field of accounting or a relevant field, including benefits analysis. Further education in the field would be considered a substitute for experience;

(b) Have a satisfactory performance evaluation report.

4. For those staff members who sat for the previous accounting clerk examination (25 May 1994), the following shall also apply, in addition to the requirements stipulated above:

(a) They must have achieved a mark of at least 25 per cent on the overall score of that examination;

(b) In cases where the staff member did not obtain 25 per cent, he or she should be prepared to submit to the Board a description of the efforts made in preparing for the new examination (e.g. courses taken, hours of study, materials used, transcripts);

(c) Staff members will not be allowed to take this examination more than four times within a 10-year period.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of one paper covering basic accounting principles and practice.

7. The use of any reference material is NOT permitted during the examination. Staff members are strongly advised to bring their own calculator.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment. In accordance with paragraph 2, candidates from UNDP and UNICEF will be interviewed following the procedures and by the duly constituted bodies of these organizations.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as accounting clerks for a trial period of six months.

11. Staff members who complete the trial period successfully and are recommended by their office and the Office of Human Resources Management will be confirmed in their post, provided the post is a regular post. In the case of staff members placed on a temporary post (i.e. replacement of a staff member on mission assignment), the performance of the staff member will be reviewed. This staff member will be given priority for future placement if the performance has

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been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their posts at their previous levels or assigned to a similar post in a different area.

12. Accounting clerks will be required to work in a fully computerized environment.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 28 April 1995, to:

Competitive Examination for Accounting Clerks
Recruitment and Placement Division
Room DC1-0200
United Nations Secretariat
New York, N.Y. 10017

Annex

APPLICATION

1995 COMPETITIVE EXAMINATION FOR ACCOUNTING CLERKS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? No /_/ Yes /_/ in 19 /_/_/

Yes /_/ in 19 /_/_/ Yes /_/ in 19 /_/_/ Yes /_/ in 19 /_/_/

What is your main language? /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

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C. University degree or equivalent or post-secondary educational qualifications 4/

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Degree 4/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Certificate or equiv. 4/	Main field of study

E. Courses taken in relation with accounting/auditing

Title	Description	Attended from/to month/year	Attended from/to month/year	Number of hours/credits	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1995/15 and I understand that, if I am successful in the competitive examination for accounting clerks and recommended for inclusion in the roster, my assignment as an accounting clerk will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ Signature: _____

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Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action forms. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate Department/Office.

4/ Give exact name and title in original language. Do not translate or equate.